

NEW PROVIDER ORIENTATION

Thank you for your interest in attending the Division of Developmental and Intellectual Disabilities New Provider Orientation. The orientations are designed to give people who are interested in becoming a provider with the Supports for Community Living waiver some basic information about the program requirements, expectations and how to navigate through the process. This is a mandatory step in becoming an SCL Provider. The orientations have been structured into two levels. This structuring was specifically designed to assist you through the process and provide you with information to create a solid foundation from which to develop your agency. You must meet the requirements for each level prior to attendance.

LOCATION: Frankfort, KY

DURATION: 8:45 am – 4 pm EST

LEVEL I

If you have read the regulations prior to attending, you will find the information presented in Level I to be more practical.

TOPICS COVERED

1. Guiding principles and core values of the SCL waiver
2. How to complete the Medicaid Application (MAP-811)
3. Considerations when starting a small business
4. Role of the Board of Directors
5. Definition of services and their regulatory requirements
6. Developing a Quality Improvement Plan
7. Development of policy and procedures
8. Training Requirements
9. Required qualifications of the Executive Director

REQUIREMENTS

1. You must contact Michelle Thomas; preferably at Michelle.Thomas@ky.gov or you can call 502-564-7702 x.4481. She will provide you with additional information and the requirements which must be met to attend.

LEVEL II

The information presented at Level II changes depending on the current regulation and is designed to give you the most helpful and relevant information as you move closer to becoming a certified provider. You will also be provided with several forms that will be needed in creating your mock record for the pre-service review.

TOPICS COVERED

1. Requirements for documenting supports
2. Risk management
3. Writing a Plan of Correction
4. Process criminal background checks
5. Incident reporting requirements
6. Importance of transition planning
7. The prior approval (PA) process
8. Billing electronically

REQUIREMENTS

1. Prior approval or invitation from a Provider Development Specialist. The invitation will outline the additional requirements.